



State of Arizona  
**Department of Education**

**Jaime A. Molera**

Superintendent of  
Public Instruction

CN # 04-03

## MEMORANDUM

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**To:** Administrators of the National School Lunch, Breakfast, and Special Milk Programs

**From:** Lynne Dulin, Director  
Department of Education, Student Services Division

**Date:** August 30, 2002

**Subject:** Welcome Back!

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Welcome all sponsors. We hope you have had a safe and enjoyable summer. We look forward to working with you throughout the new school year. I would also like to take this opportunity to thank all of you for your patience regarding our new online application system, we are happy to have all of you on board.

We have enclosed several memos relating to policy updates you need to be made aware of. **Your attention to these memos is crucial; please carefully read through all of the memos enclosed in this packet.**

Below is a list of current staff members administering the National School Lunch, Breakfast, & Special Milk Programs at the Arizona Department of Education. As a result of the transition to the new CNP Web System, we must redesign the Specialist Assignment Report for the Program Year 2003. This will be distributed as soon as it is available. In the meantime, please contact any of the staff members listed below for assistance:

Tristine Bogle, Specialist - Summer Food Program Coordinator	(602) 542-8703	<a href="mailto:tbogle@ade.az.gov">tbogle@ade.az.gov</a>
Kari DuBro, Specialist - Personnel Development and Training	(602) 542-4815	<a href="mailto:kdubro@ade.az.gov">kdubro@ade.az.gov</a>
Jennifer Feldmeier, Specialist - Special Assistance Coordinator	(602) 542-8740	<a href="mailto:jfeldmer@ade.az.gov">jfeldmer@ade.az.gov</a>
Katrina Klatt, Specialist - Summer Food Program Coordinator	(602) 542-0781	<a href="mailto:kklatt@ade.az.gov">kklatt@ade.az.gov</a>
Holly Mohr, Specialist - SMI Coordinator	(602) 542-8704	<a href="mailto:hmohr@ade.az.gov">hmohr@ade.az.gov</a>
Tracey Nissen, Administrative Assistant	(602) 542-8708	<a href="mailto:tnissen@ade.az.gov">tnissen@ade.az.gov</a>

- Over -

In addition to reading the enclosed memos, please take the time to review our web site at: <http://www.ade.az.gov/health-safety/cnp/>. We continue to make many exciting improvements. Following is a sample of what is available to you:

**Adobe Acrobat Reader is required to download several of these files. Free installation is available at <http://www.adobe.com/products/acrobat/readstep.html>**

Program Forms:

<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms.asp>

Child Nutrition Programs (CNP) Guidance Manual (Revised September 2001):

<http://www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual/>

Residential Child Care Institution (RCCI) Guidance Manual (Revised 2001):

<http://www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual/>

Food Service Management Company (FSMC) Guidance Manual For School Food Authorities (SFA's):

<http://www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual/>

Free and Reduced-Price Policy Handbook (Revised January 2002):

<http://www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual/>

USDA's Food Buying Guide, Revised 2001/2002:

<http://www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual/>

Accommodating Children with Special Dietary Needs in the School Nutrition Programs:

<http://www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual/>

Menu Workbook and Food Buying Guide:

<http://schoolmeals.nal.usda.gov/FBG/buyingguide.html>

Special Milk Program Guidance Manual 2002-2003:

<http://www.ade.az.gov/health-safety/cnp/milk/>

Sponsor Applications and Monthly Claims:

<https://www.ade.az.gov/commonlogin>

2003 NSLP & School Breakfast Program Seminar Schedule:

<http://www.ade.az.gov/health-safety/cnp/nslp/NSLPseminars.asp>

2003 NSLP & School Breakfast Program Seminar Online Registration:

<http://www.ade.az.gov/onlineregistration/>

2002-2003 Numbered Memorandums:

<http://www.ade.az.gov/health-safety/cnp/nslp/Memos02-03/>

Also, find the latest updates listed under - What's new! on the National School Lunch Program & School Breakfast Program Home Page: <http://www.ade.az.gov/health-safety/cnp/nslp/>

***Again, we welcome all of you, and wish you heartfelt success throughout the year!***

